

## Section 5 | Budget and Allocations

*Recent policy changes will appear in hi-lighted and italicized font.*

### QUICK TIPS

#### **Who determines each club's allocated budget?**

The Sport Club Allocations Board (SCAB).

#### **Who determines the members of SCAB?**

The Sport Club Advisory Council (SCAC) elects *six* student members each March. *One of the six members will be an Ex-Officio member.*

#### **What does my club need to do to get money allocated from Recreational Services?**

- *Been classified as an active sport club or recognized student organization for at least one semester.*
- *Have an approved Sport Club Re-Registration or Registration Form for that semester.*
- Fill out a Budget Request Form and submit it by the given deadline.
- Give a Budget Presentation to the SCAB.

#### **When do I need to turn anything in or give my club's presentation?**

The Budget Request Form submission deadline is *August 30* at 11:59 p.m. Clubs that properly submit a Budget Request Form will be scheduled for a Budget Hearing to present the club's budget in front of the SCAB. Budget Hearings will take place on *September 5 and 6.*

#### **Where do I find the form?**

Budget Request Forms can be found on Engage under the "Documents" section on the Sport Club home page.

#### **Where do I turn in the paperwork?**

Completed Budget Request Forms should be uploaded on Engage to the "Budget Request Form Upload" form under Forms on the Sport Club home page.

#### **What does the SCAB take into consideration when making allocations?**

The SCAB will take into consideration the previous year's point standings, the effectiveness of each club's presentation, the previous year's performance, and each club's needs for each particular year.

#### **What other accounts are there for managing club money (allocations, donations and expenses)?**

None. All club revenue is required to be deposited to the club's account through *the Student Organization Business Office (SOBO).*

### **What other opportunities are there for requesting additional SCAB or University funding?**

If SCAB chooses to save funds from the fall semester, additional funding may be made available in the spring semester by applying through the spring supplemental funding request process.

*Additionally, Undergraduate Student Government (USG) may allocate funding to sport clubs only in circumstances when funds are needed for the sport club to attend a regional or national event. For complete information on USG funding periods and how to apply, go to the [USG webpage](#).*

## **Budget & Allocations | Definitions**

### **Sport Club Allocations Board (SCAB)**

- a. Elections are held within the SCAC to vote in five *student* members each year.
- b. This committee will meet for budget hearings at a to be determined time by the Sport Programs Office. During this time, the SCAB will listen to each club that has submitted a Budget Request Form give a budget request presentation *to last no more than 15 minutes*. After hearing every budget request, this committee will determine how to allocate money for every Sport Club based on the budget request hearings. The budget hearings and budget deliberations will be open to anyone who would like to attend.
- c. This committee will also evaluate additional requests for funding in the spring semester based on any additional available funding.

### **Requirements for the Student Members of the Sport Club Allocations Board (SCAB)**

- a. *Must be a student* returning for the fall semester with plans to be enrolled in spring.
- b. Must be able to attend all budget hearings and deliberations.
- c. Only one student per club can run for election and only one student per club can be on the board.
- d. Maintain good standing with the SCP and the University as a club member throughout term.

### **Sport Club Allocations Board (SCAB) Election**

- a. Will be held annually at the *March* SCAC meeting.
- b. Five students will be elected to the committee.
- c. From election results, there will also be alternates selected in case committee members leave the committee.
- d. The election will be by secret ballot. There will be a list of names provided to the voting representatives, *one per club from SCAC*, and they will check off those they want to vote for.
- e. Members who want to run for a position will have the opportunity to make a brief speech to the SCAC, making a case for themselves.

## Budget & Allocations | Budget and Funding Requests

### SCAB Budget Requests

*A club that wishes to be funded through SCAB must have been an active sport club or an active recognized student organization for at least one semester. Additionally, the club must be active within the Sport Club Program (SCP) for the current semester. "Active" is defined as having an approved Sport Club Re-Registration Form or Registration Form for that semester.* Budget hearings are held at the beginning of the fall semester.

**Budget Request Forms** are due **August 30** and serve to outline the expenses that a club anticipates for the year. An attached explanation may accompany the request form to show the specific breakdown of how the club is going to use the funds they are requesting (i.e. item, quantity, and cost).

### SCAB Budget Hearings & Deliberations

The Budget Hearings are held in the fall semester to determine budget allocations for each club. Clubs will be given 15 minutes to present their budget to the SCAB. The SCAB will hear each club's budget presentation and then meet to deliberate on how much to fund each club for the entire year. The SCAB will determine how much to fund each club based on the previous year's point standings, the effectiveness of each club's presentation, the previous year's performance, and each club's needs for each particular year.

The SCAB also meets to review member organization requests for additional funding when such funds are made available through the Spring Supplemental Funding process.

### SCAB Allocated Budget

Once the SCAB has finished the allocation process, each club awarded allocation money has the given amount to spend on club needs, pending being in good status with the SCP. It is the responsibility of each club to keep track of that club's expenditures throughout the year and keep an accurate balance of what funds are left in this account. *The Sport Programs Office will not be responsible for reviewing each club's transactions, but purchases will not be approved if the club does not have the funds to pay.*

### Deadline for Spending Allocated Budget

All clubs must spend their allocated funds from SCAB by **March 27**. Unspent funds are swept into the general Sport Club Program account for reallocation. Clubs can submit a funding request to the Sport Club Allocations Board by **March 27** to receive funding through the Spring Supplemental Funding process.

### Spring Supplemental Funding

In addition to any reserved or unspent SCAB funds from fall semester, the Sport Club Program sweeps all unspent allocated budget funds by **March 27** and makes these funds available to active organizations for reallocation. Clubs can submit a funding request to the SCAB by **March**

27 to potentially receive funding through this reallocation process. *This form can be found through Engage on the Sport Club page and under the “Forms” section.*

## **Budget & Allocations | How to Complete the Budget Request Form**

### **How do I fill out the Budget Request Form properly?**

A Budget Request Form can be obtained by visiting the Sport Clubs home page on Engage and looking under “Documents.” Download the form, complete it in its entirety, and upload the form to Engage by going to the Sport Clubs home page on Engage under “Forms” and “Budget Request Form Upload.” When filling out a Budget Request Form properly, particular fields must be completed before submission. One purpose of the form is to allow clubs to think critically about their club’s budget for the year to make sure they are being financially responsible and planning ahead. The second purpose of the form is to provide a snapshot of the club’s budget to the SCAB. Provided below are overviews of the different categories and why they are needed.

#### **Club Name**

Make sure to include your sport club’s name.

#### **Date of Request**

Put the date on which you are completing the form.

#### **President’s Name**

Put the Club President’s name.

#### **Treasurer’s Name**

Put the Club Treasurer’s name.

### **BUDGET CATEGORIES**

**For all categories, if you need to add additional lines, please do so by right clicking on the row number on the far left and clicking “Insert”.**

#### **Personnel Payment**

Include a breakdown of how much you plan to pay to coaches/instructors, officials, *athletic trainers*, staffing for any tournaments/matches/competitions that you will host this year.

#### **Transportation**

Sport Clubs are required to travel for competition. Include estimated costs that will be spent on paying for gas for trips, renting vehicles from fleet services, or for airfare to national competitions.

#### **Hotel Rooms**

Include estimated costs for hotel rooms for different trips the club plans to take for the year.

**Equipment**

Sport clubs are often in need of equipment for their sport. Include an estimate of what equipment will be needed in the upcoming year, and the associated costs.

**Facility Rentals**

If your club rents facilities for practices or to host games/matches, include the estimated number of costs for those rentals.

**Affiliation Dues**

If you are required to pay membership dues in a governing body or organization, include those costs here.

**Workshops and Clinics**

Your club may attend workshops and clinics throughout the year. Include estimated costs for those in this section.

**Miscellaneous**

If there are any costs that your club will incur that do not fall within these categories, include brief descriptions and costs here.

**Total Projected Expenses**

The formula in this cell should automatically total the amounts you have entered in all the categories above.

**Income**

Clubs are required to collect member dues and are encouraged to fundraise. Please include how much you estimate your club will receive in income from these two methods. Include each fundraising activity as a separate line.

**Total Projected Income**

The formula in this cell should automatically total the amounts you have entered in the income categories above.

**Total Request for Allocated Funds**

Include the amount your club would like to request from the SCAB. This amount cannot be more than your expenses minus your income.

Example of a Properly Completed Budget Request Form

**SPORT CLUB BUDGET REQUEST FORM**



Club Name: Rock Climbing Date of Request: 8/20/21  
 President's Name: Jane Doe Treasurer's Name: Jessica Jones

*Provide a detailed description of your clubs projected expenses for the 2021-2022 academic year:*

Expense Category	Item Detail	Cost
Personnel Payment (Coach's/Instructors/Officials/ Trainers/Lifeguards)	Coach/Instructor Fall Semester	\$ 500.00
	Coach/Instructor Spring Semester	\$ 500.00
Transportation (Gas, Vehicle Rentals, Flights)	Gas for Trip to Iowa State Competition	\$ 100.00
	Gas for Trip to Marshall Competition	\$ 300.00
	Gas for Trip to Oklahoma State Competition	\$ 500.00
Hotel Rooms (Trips and Estimated Costs)	2 Hotel Rooms x 1 Night in Ames	\$ 200.00
	2 Hotel Rooms x 2 Nights in Huntington	\$ 400.00
	2 Hotel Rooms x 2 Nights in Stillwater	\$ 400.00
Equipment (Pieces of Equipment and Cost)	Helmets	\$ 100.00
	Chalk	\$ 75.00
Facility Rentals (# of Reservations and Cost)	Rock Wall at CRWC x 2 nights/week - Fall Semester	\$ 1,000.00
	Rock Wall at CRWC x 2 nights/week - Spring Semester	\$ 1,000.00
Affiliation Dues (Conferences, Regional/National)	National Rock Climbing Association Membership	\$ 1,500.00
Workshops & Clinics	N/A	\$ -
Miscellaneous (Items Outside of Categories)	Awards for Hosting Rock Climbing Competition	\$ 500.00
	Registration Fees for Iowa State Competition	\$ 100.00
	Registration Fees for Marshall Competition	\$ 100.00
	Registration Fees for Oklahoma State Competition	\$ 100.00
<b>Total Projected Expenses:</b>		<b>\$ 7,375.00</b>

Income (Dues Collection, Fundraising)	Fall Semester Member Dues - 15 members - \$50/each	\$ 750.00
	Spring Semester Member Dues - 15 members - \$50/each	\$ 750.00
	Entry Fees from Rock Climbing Competition	\$ 1,000.00
<b>Total Projected Income:</b>		<b>\$ 2,500.00</b>

**Total Request for Allocated Funds: \$ 4,000.00**

## Dues

It is required that all Sport Clubs charge their members' dues at least \$50 per semester (average). Dues should cover the costs of running the club successfully including travel, equipment, operational costs, uniforms, etc. The dues amount should be reconsidered each year in development of the club's financial plan. Rates of dues may vary among club members provided the level of participation also varies. For example, clubs may choose to charge based on the number of tournaments each player attends rather than having the same rate for members that do not attend the same number of tournaments. An outline of how dues are determined should be included in each club's constitution. Dues can be paid through check, cash, or [Cashnet](#).

## Cashnet

*Cashnet is a University contracted vendor that allows student organizations to collect money by credit/debit card payments online. Once set up, deposits will be routed to the club's account within 3-5 business days of each transaction. There is not a setup fee to use Cashnet, but a 3% transaction fee will be deducted from each deposit. Before setting up Cashnet, if the deposits are in support of an upcoming event and not for general club use, a Sport Club Event Submission must be submitted and approved through Engage.*

*To setup a Cashnet page, SOBO will need the following information:*

- 1. A brief description of what the deposits support (semester dues, upcoming trip, equipment, etc.)
  - a. If the deposits are in support of an event or trip, those details will also be needed (departure date, return date, location, purpose, etc.)**
- 2. For tracking purposes, include what information from the depositors that you would like to record (name, email address, phone, etc.).*

## Depositing Funds into a Sport Club Account

*All checks and cash will need to be deposited with SOBO and should be hand-delivered to Room 157 of the IMU. Making deposits each day that funds are collected is recommended. Additionally, to ensure proper segregation of duties, cash deposits should be prepared by someone who did not collect the cash. All collected funds should be deposited at once. Checks should be made out to, "University of Iowa: {Insert Sport Club Name}." Lastly, when making deposits, a [Deposit Form](#) will need completed with SOBO.*

## Fundraisers

Fundraising by Sport Clubs is actively encouraged to add additional funds to the club account. All fundraised monies must be put into the Sport Club's account. Should a club need a W-9 or Tax ID number, this can be found online through a search for the University's tax information which is public record. However, Sport Clubs do not fall under the University's non-profit status which means fundraisers/donations are not tax-deductible.

## Cash Box for Fundraisers/Events

Cash Boxes can be rented from the Student Organization Business Office (SOBO) for fundraising events where you will be collecting cash and/or making change. If you wish to rent a cash box, contact your Assistant Director.

## Budget & Allocations | How to Navigate the Budget Hearing / Deliberation Process

### Budget Hearings

1. The budget hearings will be held *September 5 and 6*.
2. All SCAB members are required to be present for budget hearings.
3. *By completing the Budget Request Form*, clubs will sign up for 15-minute blocks of time for their budget hearing.
4. *By completing the Budget Request Form*, each club will provide a detailed budget request to the Sport Club Allocations Board prior to the budget hearing. This budget request will be due *August 30*. These requests will be compiled into a binder for the SCAB prior to the hearings.
5. Each club will have the 15-minute block of time to present their budget and answer any questions from the committee.
6. Prior to budget deliberations, SCAB will hear every budget request.
7. Expected information to be provided would include; fundraising details, club dues, price quotes, and any other information that will aid the committee in allocating money fairly.
8. All budget hearings will be open to the rest of the SCP to attend, though conversation will only be allowed between the committee and the presenting club.
9. An Assistant Director of Sport Programs will sit in on all hearings and will be available to answer any questions about past or future budget expenditures or any other club-related business.

### Budget Deliberations

1. Budget deliberations will take place as soon as possible following the budget hearings.
2. They will be open to the rest of the SCP members to attend, though conversation will be limited to the committee and club members that are asked a specific question.
3. The committee will consider the point system and information provided in the budget packets and at the budget hearing in deciding how to allocate funds.
4. Each SCAB member will have one vote in deciding allocations. A minimum of three votes from committee members is needed to make any approvals.
  - a. *A SCAB member may not vote in determining the allocation amount for their own club. The Ex-Officio member will cast the fifth vote when a SCAB member is also a member of the sport club requesting an allocation.*
5. The Assistant Director will sit in on the deliberations as an advisor to the SCAB, however, the Assistant Director will not possess a vote in the process.



**Spring Supplemental Funding**

*If unspent or reserved funds are available through SCAB in the spring semester, there will not be budget hearings. Rather, clubs will submit a Spring Supplemental Funding Request Form. This form can be found through Engage on the Sport Club page and under the “Forms” section. The deadline to request supplemental funding is March 27. SCAB decisions for supplemental funding will be made by April 3.*